

Actual Expenses for Attendance at the Quarterly Meeting with the Minister of Innovation and Advanced Education on October 6, 2014 in Calgary, AB: External Relations Travel Expenses

The following are the expenses incurred by the attendance of Nathan Andrews, President, at the Quarterly Meeting with the Minister of Innovation and Advanced Education, October 6, 2014 in Calgary, AB. Actual receipts are on file with the Financial Manager and will be retained for seven years for audit purposes.

The GSA uses the U of A Policies and Procedures On-Line (UAPPOL) Travel Expense Procedure, Appendix A: Schedule of Allowable Travel Expenses as the basis for its travel expenses.

The purpose of this travel was to attend the quarterly meeting with the Minister of Innovation and Advanced Education. The GSA is a regular participant in these government meetings, which are usually held in Edmonton.

Attendance at the quarterly meeting provided the GSA with value to graduate students and the Graduate Students' Association by providing an opportunity to meet the new Minister and maintain relationships with ministry staff and other student organizations.

A report on this meeting/conference was previously provided and can be referenced at: Google Drive/500-External Committees\570-Advocacy\PSE Ministry Meetings/2014-2015/meeting reports.

Expense Category	Detail	Expense Estimate Approved at GSAB Oct 1, 2014	Expense Actual
Transportation	Option 1: Carpool with the SU	590 kms @ \$0.46/km = \$271.40/2 = \$135.70	
	Option 2: Red Arrow	\$70.48/person/trip = \$296.00 (for two people)	\$148.00
	Taxi (to/from Edmonton depot)	\$50.00	\$26.11
Meals	Actual costs to be claimed to a maximum of \$45/day per diem in accordance with University Travel Expense Procedure and GSA PDA expense allowances	\$90.00	\$10.38
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$65.40	
Total		\$501.40	\$184.49